



**FOREIGN NATIONAL  
STUDENT INTERN VACANCY  
ANNOUNCEMENT  
U.S. DEPARTMENT OF STATE**

**Announcement No. STATE-FNSI-10-13**

<b>OPEN TO:</b>	All Honduran and other foreign nationals who are legal resident students of the host country. (*U.S. Citizen Students are not eligible under this program)
<b>POSITION:</b>	<b>Commercial Intern</b>
<b>OPENING DATE:</b>	February 22, 2013
<b>CLOSING DATE:</b>	March 15, 2013
<b>WORK HOURS:</b>	Minimum 20 hours per week
<b>STARTING DATE:</b>	Throughout the year
<b>DURATION:</b>	At least 3 months
<b>SALARY:</b>	Volunteer, unpaid

\*NOTE: U.S. citizens are not/not eligible for this intern program. The U.S. Department of State sponsors a separate intern program for U.S. Citizens. For more information on student programs with State Department go to <http://www.careers.state.gov> and click on Student Programs.

The U.S. Embassy is seeking an Intern in the Commercial Section. This is an unpaid/volunteer internship with no benefits, compensation, or any future employment rights being accrued as a result of an internship. Interns are required to have current medical insurance coverage.

**BASIC FUNCTION:**

The intern provides trade promotion support for a variety of commercial-related export promotion activities. Assists in the promotion of International Buyer Program events and export promotion activities; maintains contact lists; supports business matchmaking activities; and monitors matchmaking programs. Conducts initial basic market research in fulfilling trade information requests and contributes substantively to the Client Management System (CTS) and other post databases. Provides follow-up support for export success data gathering and reporting.

**REQUIRED QUALIFICATIONS:**

(NOTE: APPLICANTS MUST ADDRESS AND INCLUDE TO THE APPLICATION COPIES OF **ALL REQUIREMENTS LISTED BELOW AND SUBMIT DOCUMENTATION THAT SUPPORTS THESE REQUIREMENTS, I.E. UNIVERSITY STUDIES. APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED**).

**EDUCATION:** University studies in business administration, international business, marketing, economics, entrepreneurship, or a related field with an interest in U.S. - Honduran trade relations and Central American affairs is required.

**LANGUAGE:** Level III (Good working knowledge) in English and Level IV (Fluent) in Spanish is required. This will be tested.

**SKILLS AND**

**ABILITIES:** Must have a working knowledge of computer applications such as Microsoft Word, Excel, and Power Point, Outlook, and Internet Explorer. Must have good communication and research skills.

**SELECTION PROCESS**

It is essential that the candidate address the above required qualifications in the application. Those who meet the basic qualifications will be invited to participate in an oral interview.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful internship.
2. Security and medical clearances must be completed before beginning the internship.
3. Must be at least 18 years old.
4. At least two letters of recommendation from professors.

**TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

- 1) Application
- 2) Statement of Interest form
- 3) Academic Transcripts

**SUBMIT APPLICATION TO:**

**BY MAIL:** Send to the following address: American Embassy, Human Resources Office, Room 335, P.O. Box 3453, Tegucigalpa, Honduras. **IN PERSON:** Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos. **VIA E-MAIL:** Send to: [hrot3@state.gov](mailto:hrot3@state.gov).

**CLOSING DATE FOR THIS ANNOUNCEMENT: March 15, 2013**

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national

origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all operations through continuing diversity enhancement programs. The Equal Employment Opportunity (EEO) complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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**SEE <http://honduras.usembassy.gov/internships.html> FOR ADDITIONAL INTERNSHIP  
OPPORTUNITIES**

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